

Touchtone Reporting Instruction Sheet

This page is a quick reference on how to report your data using our Touchtone system. If you have any questions, please call the help number provided on your collection form. Please remember to use the report number printed at the top of your form when reporting.

HOW TO REPORT

Please call the toll-free Touchtone phone number to report your data. The Touchtone system will answer your call and ask you to enter your report number and each data item on your report form. The system will repeat each entry for confirmation. An example follows:

TOUCHTONE REPORTING STEPS

To begin reporting, dial toll-free 1-800-877-7715

Touchtone System:	Your Response:
1. "Thank you for calling the Current Employment Statistics Survey. Please enter your report number."	Press the NINE digits of your report number (shown at the top of your form).
2. "You've entered... Press 1 to confirm, 0 to reenter."	Press 1 if correct, 0 if incorrect.
3. "Enter the 2-digit number of the month you are reporting for, followed by the ' #' key."	For January press 01, for February press 02..., for October press 10..., for December press 12.
4. "You've entered ... (name of month). Press 1 to confirm, 0 to reenter."	Press 1 if correct, 0 if incorrect.
5. "How many pay groups are you reporting for? Press 1 for one pay group, press 2 for two pay groups. Please note, if you do not have the necessary information to answer any of the following questions, you may press the * key"	Press 1 if the worksite has only one payroll or 2 if it has two payrolls.
6. "You've entered two [one] pay groups. Press 1 to confirm, 0 to reenter."	Press 1 if correct, 0 if incorrect.
7. "For the first pay group, please indicate the length of the payroll period. If this payroll is every week, press 1. Every two weeks, press 2. Twice every month, press 3. Once a month, press 4."	Press 1 for every week, 2 for every two weeks, 3 for twice a month or 4 for once a month.
8. "Are any of the employees in this pay group paid commissions? Press 1 for yes, or 0 for no."	Press 1 for yes or 0 for no.
9. "How often are commissions paid? For every week, press 1, every two weeks press 2, twice a month press 3, once a month, press 4."	Press 1 for every week, 2 for every two weeks, 3 for twice a month or 4 for once a month.
10. "Enter the number of employees, women employees, payroll, commissions, and hours for <u>All Employees</u> ."	Enter your data for each item: For example, to report 25 employees press 2 then 5, followed by #. Note: the system will repeat all entries for confirmation.
11. "Enter the 2 digit code to explain large changes to your data, or press * to continue."	Select codes from the bottom of the form (boxes D1 and D2) to explain large changes to your data.
12. Enter your employee count, payroll, commissions, and hours for <u>[Nonsupervisory, Production, or Construction] Workers</u> ."	Enter your data for each item: For example, to report 25 employees press 2 then 5, followed by #. Note: the system will repeat all entries to you for confirmation.
13. <u>If you are reporting for a single pay group or after your second pay group:</u> "To enter data for another report number, press 1. If you are finished, please press zero."	Press 1 or 0 as appropriate.
14. <u>If you are reporting for two pay groups:</u> "For the second pay group, please indicate the length of the payroll period... (continue as #7.)" "	Enter data for the second pay group as you did for the first pay group.

Tips To Save You Time

- Press # after completing entry of each data item (employee count, women count, payroll, hours, etc.).
- Press # to skip over a data item for which you do not report, or if the data item is not available.
- Report Payroll, Commissions, and Gross Monthly Earnings in whole dollars (omit cents).
- Report Hours rounded to the nearest hour (whole hours).
- You may enter data for all individual reports with a single

- call.

* **Note:** Depending on your industry, the form you received may look slightly different than the one displayed here and may refer to production or construction workers rather than nonsupervisory workers.